



United States Department of the Interior

NATIONAL PARK SERVICE
Chamizal National Memorial
800 South San Marcial
El Paso, Texas 79905



IN REPLY REFER TO:
K 1817 (CHAM)

August 18, 2006

Dear Educator,

Thank you for your interest in visiting Chamizal National Memorial. The National Park Service (NPS) welcomes students and their teachers to learn in their local NPS sites.

For the safety of your students and to protect Memorial resources, one adult must be available for every ten students. In addition, please follow these guidelines when preparing for field trips to the Memorial.

Permits Are Required:

1. Special Use Permits are required for all groups larger than 50 participants. These permits are available Monday through Friday, from 8:00 a.m. to 4:30 p.m.
2. A \$25.00 non-refundable processing fee must accompany the permit application.
3. Unscheduled education groups arriving at the Memorial without a Special Use Permit are in violation of park regulations. Violators are subject to a \$200 citation.

Permit-Fee Waivers:

1. Fee waivers must be requested in advance on official school letterhead (*allow at least three weeks to process your request*).
2. Fee waivers may be granted to groups submitting a written statement describing how they plan to use Chamizal resources for educational or scientific purposes. *A lesson plan of how the visit will meet authorized curriculum standards will be accepted.*
3. Financial circumstances of groups are not taken into consideration when requesting a fee waiver.
4. **Fee waivers will not be granted for purely recreational visits without an education component.**

Permit Wavers:

Permit wavers are granted to school groups scheduled for Memorial initiated education programs provided:

- return of completed *School Reservation Confirmation Sheet* (to be sent once a visit is scheduled) two weeks prior to program date;
- confirmation of transportation schedule if participating in a programmed theater performance.

If you have any questions, please contact the Chief of Interpretation and Education at 915.532.7273. We look forward to helping you plan your visit to Chamizal National Memorial.

Sincerely,

Richard L. Harris
Superintendent